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**Capital Outlay Committee Minutes**

**Tuesday, March 3, 2022**

**8:05 a.m. – MS Teams**

***(To be approved at the next SDMC meeting)***

The Capital Outlay meeting was called to order via MS Teams at 8:05 AM by Dr. Fovargue. The participants were as follows:

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| --- | --- | --- | --- | --- |
| Name of Participant | | |  | |
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| --- | --- |
| Keri Fovargue - [kfovargu@houstonisd.org](mailto:kfovargu@houstonisd.org) | Head of School |
| Candice Klein - [candice.klein@hotmail.com](mailto:candice.klein@hotmail.com) | Parent |
| Leslie Hillendahl – [lesliehillendahl@yahoo.com](mailto:lesliehillendahl@yahoo.com) | Parent |
| Katheen Hochberg - [kwells79@msn.com](mailto:kwells79@msn.com) | Parent |
| Stephen O’Leary - [swoleary55@hotmail.com](mailto:swoleary55@hotmail.com) | Parent |
| Mac Walker - [budget@riveroakspto.org](mailto:budget@riveroakspto.org) | Parent/PTO Budget and Finance Director |
| Parul Vyas - [parulvyas@gmail.com](mailto:parulvyas@gmail.com) | Parent |

Dr. Fovargue welcomed the committee. Dr. Fovargue noted that ROE looked very clean, and gutters cleaned out. She also advised the committee that SDMC voted for the Capital Outlay Committee to be a subcommittee of the SDMC. PTO has commented positively on the committee’s work.

Bellaire Shine’s payment for the cleaning of the school building has been processed.

Stephen O’Leary noted that it was determined that the fountain at ROE appears to be missing a plug which is resulting in the leak when the fountain is turned on. Now that the issue has been identified, Stephen and Brian Hillendahl will work to make the repair. Dr. Fovargue requested a 1-page writeup on steps for maintaining the fountain once it is running again, i.e., chlorine tablet on regular basis.

PTO will have a separate line item in the budget for capital improvements. PTO is having a separate meeting to discuss need for five-year plan which will be updated yearly to make sure ongoing needs will be met. PTO concerned the scope of the improvements will grow and needs will get very high so there is a need to contemplate a five-year plan to make sure proper allocations are made. Will need to make requests in writing to the PTO. The PTO will have an April 2022 budget meeting and we need to submit a plan before that meeting for consideration.

This year there was $35,000 in the budget. There is about $9000 left to be used for capital improvements before July 1, 2022.

Kathleen went to Wharton Elementary to look at the light fixtures. She will look to order the replacement ones for ROE, and we can keep the one left as a replacement if needed.

There are no plans for ROE to be in phase 1 of a bond so there will not be any rebuild of the school in the near term.

**Action Items:**

* Committee members to walk ROE grounds to observe needs to be included in budget proposal, specifically any big-ticket items need to be included for consideration.
  + Speak with Coach Bomersbach to obtain a list of items that he’s observed need to be addressed or maintained.
  + Items needing consideration/attention to be included in budget:
    - Backed up drain by Avalon that causes flooding when it rains. Need a picture of the flooding and it can be submitted to HISD and handled with safety and security funds for existing issues.
    - Crushed granite around the track and amphitheater needs to be replaced because it has been worn down. Get a quote for the crushed granite and someone to lay it.
    - For budget, may consider adding allowance for contractor to come mow, maybe 6 extra mows at approximately $550/mow. Consideration for Spring and Summer mowing needs to be made. To obtain summer mowing schedule from HISD.
    - Quarterly refresh of flowers, trimming bushes and laying mulch. Trimming back branches from the building and hauling off the debris.
    - Drinking fountains
    - Signs on Spark Park
    - Sports field, i.e., bases, goals, ground leveled out (since Spark Park, need City Counsel to weigh in)
    - New mulch or some kind of softer ground for under the monkey bars on 4th and 5th grade playgrounds
* Leslie Hillendahl to prepare and maintain minutes of the Capital Outlay Committee meetings. Leslie will provide the meeting minutes to Dr. Fovargue and Candice Klein who will then have them added to the ROE website.
* Candice Klein will maintain the email distribution list for the committee, sending out minutes and preparing emails about future meetings.
  + Additionally, Candice will prepare and circulate to the committee a Google Docs so the committee members can easily add items to consider for use of remaining $9,000 in budge that needs to be used by July 1, 2022, as well as items/needs for a long-term plan (5-year plan as requested by the PTO).
* Kathleen Hochberg will work to locate and purchase copper lights for the front entrance of ROE to replace the damaged light fixtures. Once these are obtained, Stephen O’Leary and Brian Hillendahl will install same.
* Also receipts go to Dr. Fovargue and she will enter them, and we will make sure they are referred to in the minutes.

The meeting concluded at 9:05 AM.